



CITY OF WENATCHEE

Department of Community Development

509-888-3200 • 1350 McKittrick St • Wenatchee, WA 98801

Monday – Friday 7:00am – 5:00pm

PermitCenter@wenatcheewa.gov

PRE-APPLICATION MEETING REQUEST FORM

MEETING INFORMATION

SCHEDULING. Meetings are held Thursday mornings and are 45 minutes each. You will be contacted to schedule the meeting at least one week in advance.

All documents provided for and at the meetings are considered public record and are available to the public by request.

MATERIALS. To schedule a meeting, please complete this form and provide the items listed below. Please provide as much information as possible to ensure that staff can provide you the most accurate information possible. Other information to submit includes:

- Site plan
- Architectural drawings, elevations, and conceptual floor plans, if applicable.
- Any applicable information that describes the project.

FEES. The first pre-application meeting is free of charge.

SUBMITTAL. Requests can be submitted at the front counter or at PermitCenter@wenatcheewa.gov.

All new commercial construction projects & land use actions are highly encouraged to schedule a pre-application meeting with the Department of Community Development prior to a formal application submittal. The goal of the meeting is to identify *major* issues and processing procedures applicable to the project which are helpful for an applicant to determine feasibility, design issues, timing, and various processes required for a project.

A. PROJECT INFORMATION	
PROJECT DESCRIPTION:	Preferred Time: Date: Every Thursday Time: 9 am 10 am 11 am Please Circle Preferred Time
PROJECT ADDRESS:	PARCEL #:
LOT SIZE:	CONSTRUCTION VALUATION: (if known)
B. MEETING CONTACT INFORMATION	
NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	
C. QUESTIONS FOR CITY STAFF	
<i>Attach additional sheets as necessary.</i>	
1.	
2.	
3.	
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6.	
7.	
8.	

Pre-application Meeting Disclaimer

Comments provided by staff at the pre-application meeting are based on the information provided to the City prior to and at the meeting. If the proposal changes, none of the comments can be relied upon. The comments do not represent or guarantee approval of any project or permit. Submittal of a complete application may reveal additional issues that were not identified during the pre-application meeting. The City of Wenatchee Municipal Code changes over time and no vesting shall occur as part of the pre-application process. The development will be reviewed against the code in place at the time of a complete application. Different portions of the project may best with different permit applications.